

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: CLINIC CLERICAL TECHNICIAN
Department: Health
Reports To: Triage Nurse/Medical Director/Health Director
FLSA Status: Non-Exempt
Salary Range: \$22,820-\$30,874
Level: 2
Opens: December 30, 2014
Closes: January 20, 2015

SUMMARY

General office clerical duties include receptionist, data entry, medical records filing, scheduling, as well as medical assistant duties as needed. Produces written correspondence to patients as directed, Acts as clinic receptionist, answers phones and schedules appointments. Assembles and maintains complete and secure medical records according to established procedures and HIPPA guidelines. Cross trains to clinic duties as assigned. Is able to fill in for absent clinic clerical staff, central registration clerk or medical assistant as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Updates records to include patient registration, deleting, changing or adding data to Medical Records as directed.
- Answer phone make patient appointments for health clinic.
- Register new patients for health services.
- Maintain accurate medical records and adds data as directed files charts per clinic procedure.
- Performs appropriate correspondence with requestors for patient information and records within departmental policies.
- Copies physician-dictated reports and complies with requests for copies of patient records from persons such as physicians, attorneys, and insurance companies following departmental policies to safeguard patient confidentiality.
- Will fill in for medical assistant as needed.
- Duties include, escort patients into treatment area obtain vital signs, weights and document this information in patient EHR.(Electronic Health Record)
- Must also document purpose of visit in EHR.
- May be required to perform miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Must be detail oriented and have excellent organizational skills. Must have working knowledge of medical terminology and have strong verbal and written skills. Must have ability to carry out tasks and assignments with minimal supervision. Must have good communication skills and be computer savvy. Must maintain confidentiality and security of all medical records and patient information at all times. Must be open and willing to learn all aspects of medical office and clinic

functioning including obtaining vital signs and preparing patients for their provider visit. Must be open and willing to learn of a broad range of skills and regulatory requirements for medical clinic functioning. Must be dependable and time conscious.

OTHER SKILLS AND ABILITIES

Must be able to work well with others, has to be able to work alone and with minimal supervision. Must be able to take direction from Triage Nurse or Medical Director. Ability to travel for training is required.

EDUCATION and/or EXPERIENCE

High school diploma required .Must have graduated from and accredited Medical Assistant program, MA certification desired. (if not certified must obtain MA certification within 6 months.) Must be computer proficient, two years experience working in a medical office is desired.

WORKING CONDITIONS

Work is normally performed in a typical interior/work environment.

COMMENTS

Tribal Preference will apply.